



EV VÉ

TRADESHOW + CONFERENCE + SALON COMMERCIAL

2015 | 05 | 25-27

Westin Nova Scotian | Halifax, NS

EXHIBITOR GUIDELINES MANUAL

May 2015

Westin Nova Scotian

Halifax, Nova Scotia

www.emc-mec.ca

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Welcome!

April 2015

Dear Exhibitor:

The members of the Organizing Committee are pleased to welcome you to the EV2015VÉ Conference & Trade Show, which will be held May 25-27, 2015 in Halifax, Nova Scotia.

New this year: The Station, which will be the heart of the EMC conference. Located in the centre of all the action, its key location will stimulate great ideas and bring everyone to the Trade Show. The Station will be easily accessible to everyone and will be the focal point for all information and activities including: dynamic sessions, the Trade Show, refreshments, luncheons, awards, media centre, B2B networking and much more!

Following is your Exhibitor Guidelines Manual. It is essential that you read and refer to this document. It gives you all the information required for successful trade show participation.

Please take a moment to complete the “Trade Show Form” found at the end of this manual and return to EVconferenceVE@jndl.com by May 8, 2015.

If you have any questions after reading this document, please do not hesitate to contact us at any time. We look forward to welcoming you to Halifax!

Best regards,

Andrée Asselin
Exhibit & Sponsorship Coordinator
Phone: +1 418-692-6636 ext. 221

EV2015VÉ theme is **Innovation & Infrastructure**. The event will indeed innovate since it is entirely designed to promote among others, B2B networking opportunities, lively discussions and new EV technologies. Make room for information sharing in a new interactive ambiance!

More information can be found at www.emc-mec.ca

Show History

PHEV'09	Montréal, QC (1,160 sq. m.; with 20 booths and 5 vehicles)
EV2010VÉ	Vancouver, BC (974 sq. m.; with 26 booths and 8 vehicles indoors and 5 outdoors)
EV2011VÉ	Toronto, ON (1,951 sq. m.; with 23 booths and 10 vehicles)
EV2012VÉ	Montréal, QC (2,150 sq. m.; with 35 booths, 4 (40ftx40ft) pavilions, and 15 vehicles)
EVVÉ2013	Ottawa-Gatineau, ON/QC (1,787 sq. m.; with 20 booths and 17 vehicles)
EV2014VÉ	Vancouver, BC (974 sq. m.; with 15 booths and 9 vehicles indoors)

Trade Show Venue

The EV2015VÉ Trade Show will be located in the Commonwealth room and in the valet lot of the Westin Nova Scotian, Halifax. For more information, please contact Andrée Asselin at EVconferenceVE@emc-mec.ca or by phone at +1 418-692-6636 ext. 221.

Halifax Information

Established in 1749, the port city of Halifax, Nova Scotia's bustling capital, is the largest urban centre in the Atlantic Provinces. Halifax was ranked the Happiest City in Canada based on Twitter activity, and for two years now it has been named one of the best places to live in Canada by MoneySense Magazine. It's no wonder its people are so cheerful, Halifax combines the international appeal of a major port city and naval base with the youthful spirit of a university town and the culture and heritage of one of Canada's most historic communities!

With its rich history and vibrant culture, the walkable seacoast urban centre of Halifax is in fact surprising and beautiful. The city deftly blends the past with the present to produce a skyline dotted with elegant 18th- and 19th-century architecture alongside ultra-modern towers of glass and steel.

The province of Nova Scotia offers moreover a variety of activities to suit every preference, from outdoor adventure to wine & culinary tours. Head off the beaten path to Nova Scotia's Eastern Shore for its rugged beauty and impressive surf; or the South Shore for a landscape dotted with boulders, ocean vistas, unique shops and eateries. Or perhaps explore the Annapolis Valley, known as Nova Scotia's Nappa Valley, and discover its wine region.

For more information on Halifax, we invite you to visit Destination Halifax Website.

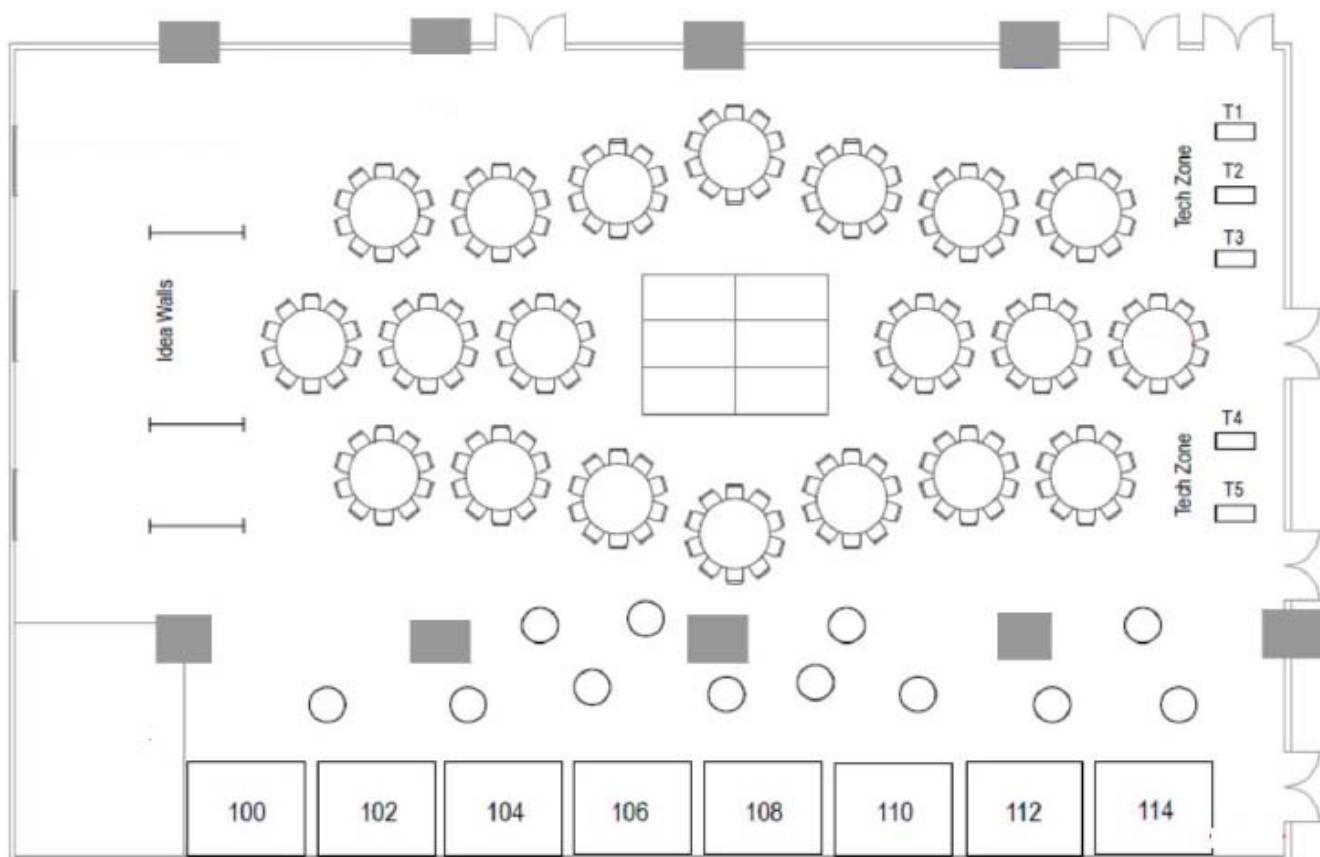
EXHIBITOR TIMETABLE OF EVENTS*

Sunday, May 24, 2015	
14:00 – 17:00	Show Decorator Move-In
16:00	Car move-In in the Westin Nova Scotian Valet Lot (front of hotel)
17:00 – 20:30	Booth Indoor Exhibitor Move-In/Set-Up
Monday, May 25, 2015	
7:00 – 8:00	Final Preparations by Exhibitors before Opening
8:00	Opening of The Station
9:00	Plenary Session followed by Technical Sessions in The Station
10:00	Networking Break in The Station
12:00	Buffet Luncheon in The Station
13:30 – 17:00	Visit of exhibition, B2B activities, Idea wall
15:15	Networking Break in The Station
17:30	Networking Event in The Station
Tuesday, May 26, 2015	
9:00	Plenary Session followed by Technical Sessions in The Station
10:00	Networking Break in The Station
12:00	Buffet Luncheon in The Station
15:30	Networking Break in The Station
17:00 – 19:00	The Station opens to the public
19:15 – 23:00	Exhibitors and Show Decorator Move-Out (Indoor- outdoor)

* Schedule subject to change at any time.

FLOOR PLAN – INDOOR DISPLAY AREA

The Station Commonwealth



PLAN – OUTDOOR AREA



View from Terminal Road

CONFERENCE PROGRAM-AT-A-GLANCE

For program details, please visit the EV2015VÉ website:
<http://www.emc-mec.ca/ev2015ve/en/day-by-day.html>

Time	Monday, May 25		Tuesday, May 26		Wednesday, May 27				
08:00	Breakfast Official Opening of <i>The Station</i>		Breakfast <i>The Station</i>		Breakfast <i>The Station</i>	EMC Annual General Meeting (open to EMC Voting Members)			
08:30			Plenary Session <i>The Station</i>		OEM Perspective Session <i>The Station</i>				
09:00	Opening Plenary Canada's EV Progress – An International Comparison <i>The Station</i>		TS3 Progress in EV Engineering <i>The Station</i>	TS4 Smart Utilities Integrating EVs <i>Atlantic</i>					
09:15									
09:30									
10:00	Networking Break <i>The Station</i>		Networking Break <i>The Station</i>		Networking Break <i>The Station</i>				
10:15	TS1 Energy Storage Technologies <i>The Station</i>	TS2 Infrastructure Advancements and User Experience <i>Atlantic</i>	TS3 Progress in EV Engineering <i>The Station</i>		TS8 EMC EV Action Plan <i>The Station</i>				
10:30			TS4 Smart Utilities Integrating EVs <i>Atlantic</i>						
11:00									
11:15									
11:30									
11:45									
12:00									
12:15	Networking Luncheon <i>The Station</i>		Awards Luncheon <i>The Station</i>						
12:30									
13:15	<i>The Station:</i> Idea Wall Presentations B2B Activities Exhibit Networking		TS5 National Road Map Working Group 1 <i>The Station</i>		Technical Tours				
13:30									
13:45									
14:00									
14:30			TS6 National Road Map Working Group 2 <i>Atlantic</i>						
15:15	Networking Break <i>The Station</i>								
15:30	<i>The Station:</i> Exhibit Networking	Student Competition <i>Dalhousie University</i>	Networking Break <i>The Station</i>						
16:00									
16:30			TS7 Consultation for National Road Map Interaction <i>The Station</i>						
17:00									
17:30			Exhibit <i>The Station</i> Open to the public						
18:00	Networking Event <i>The Station</i>								
18:30									
19:00									
20:00									

SHOW CONTACTS

Event Management

Show Management

JPdL International
 Attn: Andrée Asselin
 Email: EVconferenceVE@emc-mec.ca
 Phone: +1 418-692-6636 ext. 221
 Fax: +1 418-692-5587

Conference Manager

JPdL International
 Isabelle Desloges, CMP
 Email: idesloges@jndl.com
 Phone: +1 514-287-9898 ext. 337
 Fax: +1 514-287-1248

Official Show Suppliers

Exhibit Services:

GES
 Attn: Ghislain Boucher
aboucher@ges.com
 Tel.: 514-861-9694
 Fax: 514-392-1577
www.gesexpo.ca

Advance Storage - Exhibitor uses own Shipper (within Canada):

GES
 Attn: Alexander Chavez
achavez@ges.com
 Tel : 514-861-9694
 Fax : 514-392-1577

Advance Shipping & Storage (within Canada)

GES c/o Global
 120 Crane Lake Drive (Bayer's Lake)
 Halifax, NS, B3S 1B4
 Attn : Alexander Chavez
achavez@ges.com
 Tel : 514-861-9694
 Fax : 514-392-1577

Advance Shipping & Storage (within Canada)

Advance Shipping & Storage (US & International) Official Customs Broker (US & International):

MENDELSSOHN
 Attn: Mike Patterson
mpatterson@mend.com
 Cellular: 514-240-7499
 Office: 514-987-2700 ext. 2122
 Fax: 514-849-3446

On-Site Materials Handling:

GES
 Attn: Alexander Chavez
achavez@ges.com
 Tel : 514-861-9694
 Fax : 514-392-1577

Additional Electrical Requirements:

Westin Nova Scotian
 Attn: Lesley MacLeod
 Email: lesley.Macleod@thewestinnovascotian.com

Audio-Visual Equipment including Computers:

Freeman
 Attn: Pierre-Luc Boucher
 Email: Pierre-Luc.Boucher@freemanco.com
 Phone: 514 631-1821 ext. 310

Wired Internet:

Westin Nova Scotian
 Attn: Lesley MacLeod
 Email: lesley.Macleod@thewestinnovascotian.com

HOTEL ACCOMMODATION

The EV2015VÉ Conference Organizing Committee has reserved a block of rooms at the Westin Nova Scotian. In order to secure accommodation at the preferred rates, please make your reservation by registering your personnel using the dedicated link received by email at your earliest convenience.

Rates

The following room rates are available until April 24, 2015. After this date, rates will be offered on a space and availability basis only:

Queen Bedded Rooms	\$179.00*
King Bedded Rooms	\$189.00*

** Rooms will be allocated on a first come first served basis and are subject to hotel availability. All rates are quoted exclusive of applicable taxes or specific hotel fees in effect at the hotel during the time of your stay.*

Hotel Information (Please DO NOT contact the hotel directly for reservations – send email to EVConferenceVE@jndl.com)

Westin Nova Scotian
1181 Hollis Street
Halifax (NS) B3H 2P6
Canada

The Westin Nova Scotian, a proud AAA/CAA Four Diamond Halifax hotel, features an ideal location near the harbour. Steps from world-class Halifax attractions, it is the ideal place to savour the sights and sounds of this beautiful city. Discover pure rejuvenation during your stay.

EXHIBITOR GUIDELINES

Access/Admission to the Premises

Show Management reserves the right to deny admission to the show to any exhibitor, exhibitor's employee or to any visitor who is deemed to be inebriated or behaving in a manner which hinders the smooth execution of the conference. Any minor work or maintenance on an exhibitor display space must be carried out during the designated move-in and/or final preparation times. There will be no admission fee for any person who is a registered conference delegate of the EV2015VÉ Conference. No-one will be admitted to the trade show without a conference name badge during the trade show hours. The general public will only be admitted to the exhibit from 17:00 - 19:00 on Tuesday, May 26, 2015.

Advance Shipping and Storage

Please note that there is no advance storage space at the trade show location (Westin Nova Scotian) and you CANNOT ship any materials in advance directly to the hotel. If you do ship directly to the hotel/trade show site, please be advised that the Westin Nova Scotian, Show Management and all related sub-contractors will not receive, sign for or accept any liability or responsibility for the whereabouts or delivery of your materials.

To ensure that your material reaches the show in a timely manner and is tracked appropriately, we strongly recommend using one of the official shippers as follows:

ADVANCE STORAGE ONLY – Exhibitor uses own Shipper (within Canada):

GES

Attn: Alexander Chavez

achavez@ges.com

Shipping Labels – within Canada

When shipping your materials WITHIN CANADA, please ensure that the address label appears as follows:

Your Company Name / Your Display Space Number

EV2015VÉ Conference/Trade Show

c/o GES Canada

ADVANCE SHIPPING/STORAGE (Within Canada) & ADVANCE SHIPPING/STORAGE (US, International)

OFFICIAL CUSTOMS BROKER (US, International):

MENDELSSOHN EVENT LOGISTICS

Attn: Mike Patterson

mpatterson@mend.com

Shipping Labels – US or International

When shipping your materials from the US OR INTERNATIONAL, please ensure that the address label appears as follows:

Your Company Name / Your Display Space Number

EV2015VÉ Electric Vehicles Conference/Trade Show

If your shipment is received at one of the above advance storage warehouses, it will be delivered to your display space before exhibitor move-in and set-up.

Aisles

Exhibitors shall not encroach on any aisle space at any time. Exhibit material must remain within the confines of the contracted (e.g. 8' x 10') display space. Failure to do so may result in Show Management removing the encroaching material from the aisle and/or display space area. All aisles must be kept as clear as possible during move-in/out times.

Alcohol

Alcohol may only be consumed in those areas of the hotel licensed and designated as alcohol consumption areas. Guests cannot consume alcoholic beverages on the outdoor grounds of the property. All alcoholic beverages consumed in the common areas must be purchased from the hotel.

Amendments to Rules & Regulations

Show Management reserves the right to amend these guidelines, rules and regulations, or to make additions as required. Under unusual circumstances, and at its own discretion, Show Management may also make specific exceptions or changes to the rules without necessarily establishing a precedent or applying the modification beyond the specific case involved.

Animals

The admission of any animal into the facility without prior written approval of Show Management is forbidden. "Seeing Eye" dogs are permitted.

Assignment of Space

Assignment of space to exhibitors is done on a first come, first served basis. The EV2015VÉ will continue to receive applications and assign exhibit space, as it remains available, until shortly before the show opening date. In all cases, total booth payments must be received prior to show opening.

The assignment of booths is final and shall constitute an acceptance of the Exhibitor's offer to occupy space. After assignment, space location may not be changed, transferred or cancelled by the Exhibitor except upon written request and with the subsequent written approval of Show Management. Show Management reserves the right to re-assign exhibitor space or to modify the floor plan, at any time.

Audio Visual

If you require audiovisual equipment in your display space e.g. televisions, DVD players, etc., please contact Freeman, EV2015VÉ official AV supplier (see official suppliers list).

Cleaning

The cleaning of aisles is included in the space rental agreement. At the end of the show, garbage must be placed outside the booth to ensure pickup by cleaning staff.

Colours

The official show colours are black booth draping with a carpet with a mixture of taupe, forest green and black in the Commonwealth Ballroom (The Station).

Computers

Computers, printers and other AV equipment must be ordered through Freeman, EV2015VÉ official AV supplier (see official suppliers list).

Couriers

Please note that courier shipments directly to the Westin Nova Scotian will only be accepted during exhibitor move-in and final preparation hours (17:00 - 20:30 on Sunday, May 24 and 7:00 - 8:00 on Monday, May 25), provided that there is an individual from your company available to sign and accept the shipment at the move-in/show entrance doors. Due to liability reasons, Show Management and all related sub-contractors, including staff of the Westin Hotel will not sign or accept any shipments on behalf of exhibitors. Please refer to the "Advance Shipping/Storage" section of this manual for shipping arrangements.

Customs Brokerage & Shipping Services

In order to facilitate the most efficient and cost effective service possible, Mendelsohn Event Logistics has been appointed the official transportation carrier/shipper, customs broker, and advance warehouse (for U.S. and International shipments) for exhibit shipments. The services of a customs brokerage firm are strongly recommended for all shipments originating outside of Canada. Mendelsohn Event Logistics will import your display goods into Canada for the exhibit and will admit them temporarily free of duties and taxes. This will eliminate the possibility of materials being held at the border by Canada Customs due to improper or insufficient documentation resulting in materials arriving late or not at all. Mendelsohn Event Logistics will assist with all transportation and customs related formalities on your behalf. See Official suppliers list for contact information.

Forms

Prior to shipping, Mendelsohn Event Logistics's order forms must be completed and sent to Mendelsohn Event Logistics. Please obtain the required forms from the above Mendelsohn Event Logistics contact.

Bonds

Mendelsohn Event Logistics will post the required bonds and securities with Canada Customs; clear your materials through Canadian Customs; prepare export documentation and bills of lading; and arrange customs clearance for return ground/air freight. Exhibitors using their own broker will have to arrange their own bond or cash deposit with Canada Customs at the point of entry into Canada.

Private Vehicles (PV)

If you plan to drive to the show with your materials, please contact Mendelsohn Event Logistics immediately for further instructions. With the introduction of AECL (Advance Electronic Cargo Information) on the U.S. side of the border, PAPS (Pre-Arrival Processing System) has become mandatory for most highway shipments entering the U.S. This program requires that all carriers/PV with commercial goods must fax shipment information to the Customs Broker at least 3 hours prior to their arrival at the border. The Customs Broker must then submit the shipment information, in the proper format, to U.S. Customs at least 1 hour prior to the carrier/PV arrival. Carriers who fail to meet AECL / PAPS requirements are subject to penalties. Carrier/PV penalties are set at \$5,000.00 USD for the first infraction, and \$10,000.00 USD for each infraction thereafter.

General Shipping Information

Please place two labels on each item to be shipped and mark your display space number plainly with crayon, ink, brush, or stencil. The person in charge of installing your exhibit should know **HOW** and **WHEN** shipments were made in case they become lost. Memoranda of shipping details should be in the possession of all exhibit set-up personnel at all times and will save valuable time/effort.

Default in Occupancy

Failure to occupy contracted space does not relieve an exhibitor of any obligation, financial or otherwise.

Display Space Activities

All activities by exhibitors or others must be confined to exhibit areas. Sufficient space must be provided within the limits of the exhibit area and so arranged that persons watching exhibitor demonstrations and other activities, can be contained within the exhibit area, rather than in the aisle. It is strictly against the rules to distribute or leave literature, or to carry signs or posters, or to display materials or signs in the aisles of the trade show or the registration area.

Display Space – INCLUSIONS

Included in Booth Space Cost:

- Booth space of 8' x10'
- 2 x Full conference registration
- 8' high back wall + 3' high side walls pipe and drape booth
- 1 x 6' skirted table
- 2 x Chairs
- 1 x Electrical outlet
- 1 x Garbage bin
- 1 x Recycle basket
- Booth identification sign
- Wi-Fi Internet
- Aisle cleaning after move-in
- General security in the Trade Show
- Listing of your organization on the conference website

Included in Vehicle Space Cost - outdoor:

- 1 vehicle space
- 2 complimentary conference registration
- A tent installed between the 2 rows of cars
- Listing of your organization on the conference website

Display Space – EXCLUSIONS

Not Included in Space Cost

- Rental of rigid booth structure or any additional furniture or booth amenities
- Phone, modem line
- Individual booth cleaning
- Individual booth security
- Any other exhibit services

Note: Any additional equipment and services must be ordered through the official show suppliers.

Indoor Booth Space Requirements

Height

A standard in-line exhibit may not exceed eight feet in height at the back. Products designed to stand on the floor may extend above 4 feet, but must be positioned as close to the back wall as possible. Every effort should be made to avoid blocking the view of adjoining exhibitors. Show Management should be consulted before the final booth plans are approved.

Width

The maximum width of the exhibit, including side rails, may not exceed the width of floor space purchased. It is recommended that the structure be 3 inches less than the width of the booth.

Exposed Surfaces

Any portion of the exhibit that is visible to an attendee must be finished or suitably decorated according to the show rules and regulations. Show Management reserves the right to decorate any non-compliant surfaces at the expense of the exhibitor.

Support

Booth structures must be self-supporting. Nails, screws, pressure sensitive tapes, or any other defacing materials, are not permitted on building floors and walls.

Sign Location

Absolutely no signs or graphics may be placed outside the booth area. All signs, posters, and graphics must be professionally designed. Show Management reserves the right to change or remove signs (at exhibitor's expense), which are not in compliance with the overall quality of the trade show. Signs must be placed on easels. Signage may not be affixed in any manner to the drape by pins, tape, or otherwise. Signs may be hung from the top bar but must be arranged on-site by contacting GES staff.

Lighting

The use of flashing or rotating lights in an exhibit is prohibited if such lights are distracting to those outside the booth area. Booth lighting must not interfere with exhibits or personnel in nearby areas.

Carpet

There will be regular hotel Ballroom carpet in the indoor trade show.

Door and Elevator

- Door frame: 7ft X 4 ft
- Inside capacity: 8 ft high X 5.5 ft wide

Should you plan on bringing any big/heavy materials, please contact Lesley MacLeod, Director of Catering, Westin Nova Scotian. Phone: 902.496.7416

Electrical Requirements

One (1) standard electrical outlet (15 AMP/110V) is included with all booth. 220V is available upon request at an additional cost. For any additional electrical needs, please refer to the electrical order from PSAV.

Please note:

- An outlet cannot be shared with another display space. The hotel may refuse any connection that does not comply with appropriate electrical and show standards.
- All wiring and other electrical installation, motors, etc. must be approved by the hotel.
- In the event of inspection or repair, electrical wiring of pre-fabricated booths should be accessible at all times. All wiring on booths or display fixtures must meet applicable codes.
- Electrical appliances or systems with special characteristics presenting requirements beyond provincial conditions, must be identified by the exhibitor.

Exhibitor Responsibilities

All exhibitors are responsible for the maintenance and well-being of the display space rented. Should any charges be incurred on behalf of Show Management due to damage done by any exhibitor, the cost will be forwarded on to the exhibitor responsible. Exhibitors will not interfere or permit anything to be done, that interferes with the effectiveness or accessibility of utility, heating, ventilation, elevators, electrical, plumbing, gas, compressed air, or air conditioning systems. Also, exhibitors will not do anything, or permit to be done, anything that will interfere with the free access to public areas.

Fireworks and Other Pyrotechnics

Fireworks and other related pyrotechnics may not be brought into the Trade Show at any time.

Fire, Safety & Health Compliance

Exhibitors will assume all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized federal, provincial and local governing bodies concerning fire, safety and health, together with the rules and regulations of the operators and/or owners of the property where the trade show is being held. There may not be open flames at any time in any display space.

Food Services

For any food and beverage service in your individual display space, please contact: Westin Nova Scotian, Attn: Lesley MacLeod. Email: lesley.Macleod@thewestinnovascotian.com

Interpretation of Rules & Penalties

Show Management shall have sole and final authority as to the interpretation of the rules and regulations in this manual and their application. In the event of any violations, Show Management shall have the authority to establish penalties, including removal from the current show or exclusion from future shows.

Liability & Insurance

The exhibitor agrees that EV2015VÉ and their representatives shall not be liable for any damage or liability of any kind or for any loss, damage or injury to persons or property during the term of this agreement, from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space by exhibitor or any person thereon with the consent of Exhibitor, and that Exhibitor will defend, indemnify and save harmless, the EV2015VÉ and their representatives from all liability whatsoever, on account of any such damage, or injury, whether or not caused by negligence or breach of an obligation by the exhibitor or its employees or representatives. The exhibitor will be liable for all damages or liability of any kind or for any loss, damage or injury to persons or any property during the trade show from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space. It is the responsibility of the exhibitor to obtain business interruption and property damage insurance covering any such potential losses sustained through exhibiting.

Materials Handling

On-site materials handling services are **NOT** included in your exhibit fee e.g. use of hand-carts, dollies, etc. Please refer to the materials handling order form in the GES Exhibition Kit to obtain these services and/or equipment. By contracting GES, it will ensure the proper delivery of exhibit materials to the designated exhibitor display spaces from the advance storage warehouse. Materials handling services include:

- Delivery of exhibitor materials to booth from advance warehouse
- Removal of empty containers
- Storage of empty containers during the show
- Return of empty containers to exhibitor booth at the end of the show
- Return repacked material to receiving dock for pick up

If you do not use GES materials handling service, it is your responsibility to receive and bring your materials into your own display space as well as move/ship them out.

Move-In

- BOOTH exhibitors: 17:00 – 20:30 on Sunday, May 24, 2015
- OUTDOOR vehicle exhibitors : 16:00 – 18:00 on Sunday, May 24, 2015
- All exhibitors – Final Preparations: 7:00 – 8:00 on Monday, May 25, 2015

Move-Out

Move-out and dismantling for all exhibitors may commence ONLY AFTER SHOW CLOSING at 7:00 pm on Tuesday, May 26. All exhibit materials must be cleared from the show floor no later than 12:00 midnight on Tuesday, May 26 or they will be removed and stored at the exhibitor's expense.

Moving Displays

Moving displays, motion pictures, slide projectors, television screens, oscilloscopes, etc., may be operated when positioned so as not to attract or create a crowd in the aisles, or in another exhibitor's adjacent booth.

Networking Event

Exhibitors may wish to organize their own social and networking activities during EV2015VÉ. The Conference Organizing Committee has requested that exhibitors do not organize social activities on the same evenings as the functions listed in the conference program. The Conference Networking Reception will take place on Monday, May 25, from 18:00-20:00. It's a great way to network with friends, colleagues and new acquaintances, while tasting fine food.

Parking

Parking is available at the hotel.

The rates are:

- \$3.50 per hour to a maximum of \$18.00 for self-parking per day, per vehicle and is based on availability
- \$22.00 per day for valet parking

Payment Requirements

Exhibitors must respect the terms of payment specified in the contract they approved. Exhibitors will not be admitted on to the show premises unless the amounts due to EV2015VÉ are settled.

Registration – Complimentary Admissions

Each display space receives:

- Two (2) complimentary full conference registrations – includes access to all activities at the conference.

The complimentary registrations must be completed via the on line registration system no later than May 12, 2015.

Name Badge Pick-Up

All name badges will be available for pick up from the conference registration desk located on the second floor of the hotel, near the Commonwealth Ballroom.

Return Shipping

It is the sole responsibility of all exhibitors to make arrangements for return shipping of their materials through their own shipper or the official show transporter. All materials must be labeled appropriately by the exhibitor and be shipped according to the move-out schedule. If exhibitors choose to ship materials via their own shippers, it must be done during move-out hours only. Any material not picked up/shipped by the time of move-out closing, will be removed by GES to their storage warehouse and stored at the exhibitor's expense until return arrangements are made by the exhibitor for the goods. Please refer to the outbound freight service order form in the GES Exhibitor Service Manual. Also see section entitled "Advance Storage/Shipping".

Security

Exhibitors are responsible for the safe keeping of their own materials. Do not leave any valuable items unattended at any time. The Westin Nova Scotian, Show Management and all related show sub-contractors are not responsible for any loss, theft, damage, etc. however caused at any time. Show security will be on duty during move-in/out and all trade show hours to monitor appropriate name badge identification only. Any persons without a name badge will not be admitted into the trade show, except on Tuesday, May 26, from 17:00-19:00 when the trade show is open to the general public. Exhibitors are requested to ensure that all exhibit personnel wear their name badges at all times.

Shipping

See section entitled "Advance Storage/Shipping".

Sign Installation

Please note that signs/banners cannot be hung from the ceiling above your display space. As well, signage cannot exceed the height of 8 feet or visually obstruct other display areas. If you wish to have special signage made for your booth (additional fees apply), please refer to the custom signage order form in the GES Exhibitor Service Manual.

Smoking

The EV2015VÉ trade show is a smoke free event. Smoking is strictly prohibited anywhere in the building at any time, in accordance to City of Halifax By-Laws. Those contravening this law are subject to severe fines. Security will be strictly monitoring and enforcing this By-Law. Smoking is permitted outside of the building and must be within six metres of an entryway, operable window or air intake of a building and the perimeter of a customer services area.

Sound

Public address systems, sound projections, tape decks, and other sound producing and/or amplifying devices may be used in display spaces provided that they meet applicable safety regulations, are installed in a workman-like manner and do not create a distraction for nearby exhibitors. Use of a compressor-limiter in public address equipment is encouraged to assure continuous adherence to this rule.

Storage

On-site storage for crates and packing material will be provided to all exhibitors during move-in and show hours only. For large crates/packing materials, please refer to the materials handling order form in the GES Exhibitor Service Manual. If you require advance storage prior to show opening (materials delivered via your own shipper), please contact GES. If you require advance storage and shipping, please contact GES.

Subletting/Sharing Space

Exhibitors may not re-assign, sublet, or apportion the whole or any part of the display space purchased from EV2015VÉ, nor permit any other person or party to exhibit therein, any other goods, apparatus, services etc. not manufactured, promoted or distributed by the Exhibitor in the regular course of his business except upon prior written consent of EV2015VÉ.

Unions

Exhibitors agree to abide by and comply with rules and regulations concerning local unions having agreements with EV2015VÉ facility or with authorized contractors employed by EV2015VÉ.

EXHIBIT SERVICES ORDER FORMS

Please download the forms from each of the official suppliers (page 8) from the EV2015VÉ website at the following link:
<http://emc-mec.ca/ev2015ve/en/downloads.html>

For on line GES forms: <https://ordering.ges.com/CA-00015Z125>



TRADE SHOW FORM

Please complete one form per booth/space and email back to **EVconferenceVE@jpdl.com** by **May 15**.

Exhibitor Company Name:	
Space Location #:	Contact Person:
Email:	Telephone

By completing this form, I accept the terms and conditions described in the Exhibitor Guidelines Manual.

ON SITE CONTACT PERSON

Name: _____

Email: _____ Telephone: _____

REGISTRATION

Each 8 x 10 or vehicle space includes:

- two complimentary conference registrations

Do not forget to register all staff attending by using the dedicated link you received by email.

Name badge to be picked up at the registration desk.